



## Guidelines for the Shared Use of St Stephen's

Please take a minute to read our guidelines as they may impact on how you run your event.

### 1. Hiring Guidance/Conditions:

- We welcome charitable and community organisations, recognised by the PCC within their guidelines, wishing to inform visitors about their work, to recruit members and to raise funds.
- **Any** surplus raised by the event **must** be donated to a known charity as advertised.
- No charge (or suggested donation) may be required of persons entering the church.
- Organisers of concerts may sell tickets, programmes, and/or request a retiring collection; but again, the proceeds **must** be donated to a named charity.
- There is **no toilet** in the church but there is access to the public toilets in nearby Catherine Square during the day time.

### 2. Use of the Servery:

- There is hot water for drinks and washing up and there are approx. 100 each of cups/mugs, plates, glasses with similar supplies of cutlery but please be aware there are **no facilities** for the preparation of hot food.
- You will need to bring food and drink provisions and also washing-up liquid, soap, tea and hand towels, and a plastic bin liner for the removal of your rubbish. Please read the General Food Hygiene and Working Practices notices in the information book.

### 3. Sale of Produce/Goods:

- Refreshments may be served and items specifically made or donated may be sold.
- The law does not permit the sale of mains electrical equipment.
- Other items (especially children's toys) should be checked to eliminate any which could be dangerous.
- **We ask you not to hold raffles or sell second-hand clothing of any kind.**

### 4. Safety Precautions:

- A copy of the Parish Health and Safety Policy is in the Information Book in the servery. The Parish has Public Liability Insurance: should you need to take out further insurance that is your responsibility.
- Please ensure that you are familiar with the location of the fire extinguishers in the church, one of which is in the servery and the other in the middle cupboard on the east wall.
- Any accidents should be recorded in the Accident Register, kept in the servery.
- Please bring your own **first-aid kit** as we are unable to guarantee availability.
- A list of emergency contacts is in the information book in the servery. The St Stephen's House telephone number (Princesshay Security) is on the back of the servery door. Can be used to request assistance in case of trouble.
- Please ensure that your event is adequately staffed.
- **You are asked to be especially vigilant concerning the safety and well-being of children and vulnerable adults attending your event. You are responsible for ensuring that your team meets the current legal requirements.**
- There is a ramped entrance for wheel chair users. Please be aware that the door opens outwards and shuts automatically.

### 5. After Use:

- It is important you leave the church clean, and tidy, including cleaning up spillages and sweeping the floor.
- **Please take all rubbish away with you as we do not have a refuse collection at the church.**
- Before you leave please ensure that, all lights and heaters, are switched off. You will have received advice about locking up. A check list is also available in the servery.

### 6. General Points:

- **As you will be using our church please respect the communion table by not placing anything on it and if you require that space please move the table to the Bow area which is up the steps on the left of the table.**
- Leave church notices, displays and the touch screen visible to the public.
- Do not attach posters or displays to the paintwork or glass panels with cellotape or other adhesive materials.
- One of our Greeting team will meet you on your arrival, but no church members will remain in attendance.
- You will be fully responsible for the conduct of your event so please put away of any tables and chairs used.
- Please take precautions to ensure the safety of any visitors to the church and share these guidelines with your helpers.

**Thank you so much for your cooperation.**

If you have any queries relating to the hiring of St Stephen's for your event please contact Mary Keaney

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